

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)      \*\*\* 3 Fire drills must be completed before 12/1
- Tornado Drill (2 required)      \*\*\* 1 Tornado drill must be completed during month of March
- Lock Down/Shelter in Place Drill (3 required)      \*\*\* 1 Shelter drill must be completed before 12/1 and 1 must be completed after 1/1 of the school year

Name of Reporting School: Kennedy Learning Center

Date of Drill: 11-20-20 Time drill was held: 10:32 (am/pm)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 4

Remarks: \_\_\_\_\_

This report is for emergency drill # 45 for school year 2020-2021

Name of person conducting drill: Dr. Michelle Starks

Title of person conducting drill: Interim Principal

Signature of person conducting drill: Dr. Michelle Starks

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Lessie Smith - Assistant Director of Operations

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

\*\*\* Please send this form to [denise.hutchinson@southfieldk12.org](mailto:denise.hutchinson@southfieldk12.org)  
within one week of completed drill \*\*\*